

# BYLAW NO.1, ALBERTA BRANCH

## STANDARD FORM FOR CPF BRANCH BYLAWS Amended March 3, 2018.

The CPF Bylaws, including areas of duplication, have been written to coincide with corresponding numbered sections of the Canada Not-for-profit Corporations Act. Where the National and Branch bylaws are silent, Canadian Parents for French will comply with what is written under the Canada NFP Act.

The full NFP Act is available online at: [www.laws.justice.gc.ca/eng/acts/c-7.75/](http://www.laws.justice.gc.ca/eng/acts/c-7.75/)

The CPF National Bylaw No. 1 is available online at: [www.cpf.ca/en/files/CPF-Bylaws-2016-1.pdf](http://www.cpf.ca/en/files/CPF-Bylaws-2016-1.pdf)

### **PART A - Interpretation & Application (1) Interpretation**

#### **1.1 Corporate Seal**

Each incorporated Branch of the Corporation shall have a corporate seal in such a form as authorized by the Branch Board of Directors and shall be safeguarded in the Branch Office. The Canadian Parents for French Alberta Branch is incorporated in the province of Alberta. **(1.1B)**

### **Definitions**

#### **2.1 Property/Control**

As above, all property that is the custody on behalf of the Branch of the Corporation shall be subject to the direction of the Branch Board of Directors and the current Canadian Parents for French investment policy. **(2.3B)**

### **PART B - Incorporation (2) Articles of Incorporation**

#### **3.1 Articles of Branch Incorporation**

a) The Alberta Branch of the Corporation was constituted under the name of “CANADIAN PARENTS FOR FRENCH, ALBERTA Branch” as a corporation under the Province of Alberta Societies Act of the province of Alberta and Letters Patent issued under the seal of the Alberta Minister of Justice dated the 4th day of July, 1978, Edmonton, Alberta.

b) The Branch office is located in Edmonton, Alberta, Canada.

d) The Branch Board of Directors shall consist of 5 to 9 directors.

e) As a registered charitable organization, the Alberta Branch of Canadian Parents for French may engage in charitable activities but must limit its contributions to the development of public policy under current existing laws. **(7.1B)**

### **PART C - Capacity and Powers (3)**

**Authority of Directors, Officers, Agents and Mandatories**

#### **4.1 Execution and Certification of Instruments**

The Branch Board of Directors has the authority to sign in the name of the Branch of the Corporation. (19.1B)

### **PART D - Registered Office and Records (4)**

#### **Registered Office**

##### **5.1 Registered Branch Office**

The Branch Office of Canadian Parents for French Alberta shall be in the city of Edmonton, in the Province of Alberta. (20.1B)

### **PART E - Corporate Finance (5)**

#### **Borrowing Powers**

##### **6.1 Branch Borrowing**

The Branch Board has the authority to borrow, issue, give guarantees, or mortgage on behalf of its Branch only, by ordinary resolution of the Members. (28.1B)

#### **Ownership of Property**

##### **6.2 Ownership of Branch Property**

Within limits set by the Branch Board of Directors, expenditures for capital purposes may be made by the Branch Board or by persons authorized by the Branch Board to do so. (31.B)

### **PART F- Directors and Officers (9)**

#### **Duty to manage or supervise management**

##### **7.1 Duties of Branch Directors**

All Branch Directors sit on the Board in a personal capacity. They are responsible for the oversight of the Branch of the Corporation by upholding the mission, vision, values and ends policy statements. As above, their duty shall be to the Corporation as a whole. (124.1B)

#### **7.2 Role of the Branch Board**

The Branch Board may establish governing policies that, align with the governing policies set by the National Board and address: Ends, Executive Limitations, Governance Process, and the Board / Branch Executive Director Relationship which denotes how authority is delegated and its proper use monitored. (124.2B)

#### **7.3 Committees of the Branch Board**

The Branch Board may establish committees for purposes that are considered proper and fall within the Branch governance model. The Branch Board shall define the duties and powers of any committee of the Branch Board that it establishes and may prescribe the procedures, rules and policies to be followed. (124.4B) **7.4 Branch Nominating Committee**

As above, the Branch Nominating Committee is a standing committee of the Branch Board. (124.4.1B)

#### **7.5 Branch Bylaws Committee**

As above, the Branch Bylaws Committee is a standing committee of the Branch Board. (124.4.2B)

#### **7.6 Composition of Branch Board**

The Branch Board of Directors shall consist of no fewer than five (5) and no more than nine (9) members. (125.1B)

#### **7.7 Chapter Representation for Branch Board**

A maximum of two (2) persons from any Chapter jurisdiction may sit on the Branch Board at one time. (125.1.1B)

#### **Qualifications of Directors**

##### **8.1 Qualifications of Directors - Branch**

a) A Branch Board Director may not serve on a Chapter Board at the same time. A member of a Chapter Board who is elected shall resign from

the Chapter Board at the conclusion of the Branch AGM at which he/she is elected. A member of a Chapter Board who is appointed to the Branch Board shall resign from the Chapter Board prior to attending his first Branch Board meeting;

b) An employee at any level may not stand for election to the Branch Board until twelve (12) months after the employment termination date. (126B)

c) A Board Director is required to be 18 years of age or more.

## 8.2 Membership

A Branch Board Director is required to be a member in good standing of Canadian Parents for French. (126.1B)

## Notice of Directors

### 9.1 Branch Term of Office

Branch Directors shall be elected for a term two (2) years from the end of the AGM at which the Branch Director is elected to the end of the AGM two (2) years later and for continuity purposes terms will be staggered. A person may be elected to the Branch Board for a maximum of eight (8) years in total. (128.2B)

### 9.2 Election of Branch Board of Directors

Branch Directors shall be elected by ordinary resolution using a secret voting process by the Members at the Branch Annual General Meeting from a list of eligible nominees provided by the Branch Nominating Committee. (128.3B)

## Ceasing to Hold Office

### 10.1 Ceasing to Hold Office - Branch Director

As above, an individual shall cease to be a Branch Director when any of the same conditions apply and in relation to the Branch Board. (129.1B)

## Notice of Change of Director or Director's Address

### 11.1 Notice of Change of Branch Director or Director's Address

Additionally, a change of address outside the province or territory would affect eligibility of the Director to remain serving on the Branch Board of Directors. (134.1B)

## Meeting of Directors

### 12.1 Branch Meetings

The Branch Board of Directors shall meet in conjunction with the Branch Annual General Meeting and at least twice outside of the Branch Annual General Meeting. (136.1B)

### 12.2 Quorum - Branch

A majority of Branch Board Directors currently serving constitutes a quorum at a Board Meeting, whether meeting face-to-face or by electronic means. If a vacancy on the Branch Board arises, continuing directors may act, as long as a quorum exists at the meeting. (136.2B)

## Decisions Made by Consensus

### 13.1 Decisions made by Consensus

As above, any decisions taken during a Branch Board of Directors meeting may be made by consensus except a decision taken by special resolution. (137.1B)

### **13.2 Voting at Meetings - Branch**

An individual must be a Canadian Parents for French member in good standing to sit as a director or voting delegate at the Branch level. Each member of the Branch Board, including the chairperson, has one vote. Questions arising at any meeting and requiring a vote shall be decided by ordinary resolution of those Branch Directors present and voting.

Each Branch of the corporation may include a Youth Director position on the Branch Board by providing a special member status to an individual under the age of majority in the province or territory. While serving, the individual must maintain their Canadian Parents for French membership in good standing. This youth director may be provided with the right to one vote. **(137.3B)**

### **Disclosure of Interest**

#### **14.1 Pecuniary Interest - Branch**

Branch Board Directors shall avoid and shall disclose any circumstances in which their personal pecuniary interests conflict, or may be reasonably perceived to conflict, with the interests of the Corporation. **(141.1B)**

### **Officers**

#### **15.1 Election of Branch Board Officers**

The Branch Board President and Vice President shall be elected, individually by secret ballot for a one year term, by ordinary resolution of the Voting Delegates at the Branch Annual General Meeting from the elected members of the Branch Board of Directors. All remaining officers shall be appointed by the Branch Board for a one year term of office. A Director may serve as President for a maximum of four (4) years. **(142.1B)**

### **15.2 Ceasing to Hold Office - Branch Officers**

As above, an individual shall cease to be a Branch Officer when any of the same conditions apply and in relation to the Branch Board. **(142.1.2B)**

### **15.3 Removal of Branch Officers**

All Branch officers may be removed by the authority of the Branch Board under the same conditions noted above. Once removed from office, the Officer may also vacate his Director position on the Branch Board. **(142.1.3B)**

### **Remuneration**

#### **16.1 Remuneration - Branch**

No remuneration shall be paid to any elected or appointed director, or to any other person acting in a volunteer capacity for/at the Branch level, including on committees, for services rendered to or on behalf of the Corporation. **(143.1B)**

### **Duties of Directors and Officers**

#### **17.1 Responsibilities of Branch Officers**

The Branch President shall, when present and able, convene and chair all meetings of the members. The Branch President may sit as an ex officio member of all Branch committees of the Corporation and will be duly identified as such. The Vice-President shall perform such duties as assigned by the Branch President or by the Branch Board of Directors. In the absence or disability of the Branch President, the VicePresident shall perform the duties and exercise the powers of the President for as long as required and/or until the following AGM. The Treasurer shall oversee the financial operation of the Corporation. The financial records are prepared and kept by the Branch office. The Secretary is responsible for taking the minutes at directors' and at annual or special meetings which are kept by the Branch

office. Further responsibilities will be outlined in a policy document. (148.1B)

## **PART G - By-laws and Members**

### **Bylaws**

#### **18.1 Member Approval of Branch Bylaws**

The Branch Directors shall submit the by-law, amendment or repeal to the members at the next meeting of members, and the Members may, by special resolution, confirm, reject or amend the Branch by-law, amendment or repeal. (152.2B)

### **Conditions of Membership**

#### **19.1 Membership Conditions, Voting Rights**

These conditions of membership shall apply: membership is available only to **an individual aged 16 or more and residing in Canada** who has paid the appropriate membership fee and whose application has been accepted; and to individuals or organizations who have expressed an interest in and support of the mandate of the Corporation. Members are responsible for behaving in accordance with the Bylaws of the Corporation. (154)

#### **19.2 Voting Rights - Branch and Chapter**

Additional to the above, at Branch and Chapter Meetings, **individuals aged 16 or more, and residing in Alberta** shall be deemed voting members and each receive a vote. (154.4A)

#### **19.3 Voting Rights at Branch Annual and Special General Meetings**

CPF members participating by any means, may vote to elect new and/or incumbent Directors to the Branch Board from a slate proposed by the Branch Nominating Committee at the Branch Annual General Meeting or Special Meeting.

(154.4B)

### **19.4 Termination of Membership**

An individual shall cease to be a member when:

- a) A member resigns at any time by notifying the National Office in writing, effective immediately upon receipt by the National Office;
- b) A member does not renew membership within thirty (30) days of expiration;
- c) A member is expelled;
- d) A member dies. (156)

### **19.5 Power to Discipline, Expel a Member**

The National Board shall have the authority to discipline any member for violating any provision of the articles, by-laws, or written policies. The National Board must consult with the respective member and their Branch prior to terminating the membership. A written explanation of the reasons for the discipline or for the termination of membership will be provided to the member and their respective Branch 30 days prior to the termination taking effect. The disciplinary actions will be outlined, a window of 30 days will be provided to respond and appeal the decision. The membership is terminated after the thirty (30) day period. (158)

### **Place of Meetings**

#### **20.1 Place of Meetings - Branch**

Each Branch Annual General Meeting of Canadian Parents for French shall be held annually in the respective province or territory on such days as the Branch Board of Directors shall designate. (159.1B)

### **Calling Annual Meetings**

#### **21.1 Calling Special Branch Meetings**

The Branch Board may call a Special General Meeting at any time, and shall call a Special General Meeting of the Branch Board and

Members, upon the written request of fifty (50) or more voting members at large. (160.3B)  
**Notice Provided for in Bylaws**

#### **22.1 Notice Provided for in Bylaws - Branch**

Notice of Branch Annual or Special General Meetings shall be conveyed by any of the same means as noted above, describing the nature of the business in sufficient detail to permit the Branch Board of Directors, voting delegates and members at large to form a reasoned judgment on it.

The notice for the Branch Annual or Special General Meeting shall be circulated in writing to the membership not less than sixty (60) days prior to the Meeting. A majority of members' present constitutes quorum for the Meeting. (162.1B)

#### **22.2 Business - Branch**

The Branch Annual General Meeting and any Special General Meeting shall be conducted in accordance with these Branch Bylaws, and where the Bylaws are silent, in accordance with current Roberts Rules of Order. (162.9B)

### **PART H - Financial Disclosure**

#### **Annual Financial Statements**

##### **23.1 Annual Branch Financial Statements**

Branches shall submit their financial statements as at the end of the previous fiscal year to the National Board of Directors as directed. (172.2)

##### **23.2 Annual Chapter Financial Statements**

Chapters shall submit their financial statements as at the end of the previous fiscal year to the Branch Board of Directors as directed. (172.2B)

### **PART I - Public Accountant**

#### **Appointment of Public Accountant**

##### **24.1 Appointment of Public Accountant - Branch**

The Branch Board of Directors shall appoint annually the Public Accountant to conduct a financial audit for the purpose of preparing a report to members at the Annual General Meeting. The selection of the Public Accountant for the following year shall be ratified at the Annual General Meeting. (181B)

#### **Report on Financial Statements**

##### **25.1 Report on Branch Financial Statements**

After conducting a financial audit, the Branch financial statements shall be reported to the members at the annual meeting, with the Corporation's financial year end identified as March 31st of each year. (191B)

### **PART J - Fundamental Changes**

#### **Amendment of Articles or Bylaws**

##### **26.1 Amendment of Branch and Chapter Articles or Bylaws**

The Bylaws of this Branch of the Corporation that were in force immediately prior to these Bylaws coming into force are hereby repealed. Chapter Bylaws that were in force immediately prior to these Branch Bylaws coming into force are hereby repealed.

These Branch Bylaws shall come into effect following approval by special resolution at a Branch Annual General Meeting or Special General Meeting and upon coming into force these Bylaws shall be the consolidated general Bylaws of Canadian Parents for French Alberta Branch. All Chapters of the Alberta Branch shall be governed by the Branch Bylaws except where



a Chapter is incorporated as required by fundraising regulations. (197.1B)

### Proposal to Amend

#### 27.1 Notice to Amend - Branch

Notice of any motion to amend the Branch Bylaws by the Bylaw Committee shall be forwarded to the Branch President who shall cause the notice to be circulated in writing to the membership and to the Canadian Parents for French National office not less than sixty (60) days prior to their consideration at the Branch Annual General Meeting or Special General Meeting. If any provision of these Branch Bylaws is inconsistent with any policy, rule or regulation of Canadian Parents for French, the provision will be brought to the attention of the membership for further consideration at the Meeting. (198.2B)

fulfil any remaining legal and financial obligations, ensure all dissolution costs and payments have been made, and if any assets remaining, these are distributed to the National Office. (221B)

Enacted by the Board at a Special Meeting of the Board.

Confirmed by members at a Special Meeting on March 3, 2018 and to be effective on this date that the Corporation continues under the Act.

Witness the Seal of the Corporation.



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Victoria Wishart, President, Canadian Parents for French Alberta

## PART K - Liquidation and Dissolution

### Proposing Liquidation and Dissolution

#### 28.1 Proposing Liquidation and Dissolution - Branch Responsibilities

Should a Branch dissolution process commence, it is the responsibility of the Branch Board to liaise with the National Office and Board to